

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE: HUMAN RESOURCES ANALYST
DEPARTMENT: SUPERIOR COURT
REPORTS TO: COURT EXECUTIVE OFFICER

CLASS CODE: 152266
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs a variety of complex, professional functions by analyzing, coordinating and implementing a variety of human resources programs, including: classification, recruitment and employee relations. Serves as lead worker of support staff members.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.

Coordinates recruitment processes, including: analyzing and approving requests to fill positions; obtaining information on classification(s) to be filled; preparing recruitment plans and materials (i.e. job postings, mailing lists, advertising, etc.); reviewing applications; interviewing applicants; and selecting and/or assisting interview panels in the selection of personnel. Manages testing process, including: performing job analysis and preparing examinations; determining testing methods and procedures; administering tests; analyzing and formulating test results; preparing and submitting eligibility lists; notifying candidates of results; preparing certification lists; scheduling, administering and scoring tests and oral exams; releasing eligibility lists; and notifying candidates of results.

Interprets human resources laws, ordinances, rules, etc. and provides information to officials and staff members regarding same.

Coordinates classification functions, including: performing task analysis; researching work sites and position duties and responsibilities; and preparing specifications.

Conducts salary and benefits surveys, analyzes results and presents recommendations to the Director.

Collects and analyzes data and prepares reports related to the affirmative action plan and work place diversity issues.

Coordinates layoff processes by preparing seniority lists and advising departments of procedures.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Reviews published examinations and selects and orders same.

Assists customers in the office or by phone, explains employment processes, distributes applications, schedules appointments, provides information regarding benefit programs (i.e. health benefits, leave programs, etc.) and answers other related questions.

Formats and types letters, memos, labels, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; and processes routine and non-routine matters independently.

Reports administrative and/or operational problems to supervisor.

Enters and retrieves a variety of complex information into a computer terminal.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Uses spreadsheet software to enter and analyze study information, print reports and distribute for billing purposes.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in human resources management, business administration, psychology a related field; and,

Three to four years of progressively responsible experience performing human resources functions; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Modern principles and practices of all aspects of human resources administration (recruitment, classification, employee relations, etc.) within a government setting.

Applicable state, federal and local ordinances, laws, rules and regulations.

Organizational dynamics.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Preparing reports and making presentations.

Counseling employees.

Typing from rough draft or printed text using a word processor or typewriter.

Understanding, interpreting and applying a wide variety of guidelines, procedures and regulations relating to human resources operations.

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to independently conduct studies, analyze data and present conclusions.

Ability to administer and score various types of selection devices.

Ability to interpret applicable laws, rules, ordinances, etc.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to develop and implement new procedures, records, reports and forms to meet changing needs.

Ability to maintain confidential information.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems/conflicts involving several variables.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.